



ADDRESSING POLICY AND PROCEDURES

COMMUNITY DEVELOPMENT SERVICES

An accurate and easily visible address is vital for rapidly locating a home or business in an emergency requiring fire, life, and/or safety services. Additionally, an accurate address promotes efficient location, mail and delivery services.

Incorrect Addresses:

Due to the potential life threatening implications if an address is incorrect, notify the City *immediately* upon discovery of an incorrect address at 425-413-8800. Incorrect addresses on occupied lots or lots under construction will be corrected without delay.

Maple Valley Address Process:

Addresses are typically assigned as part of the permitting process. Many addresses in formal subdivisions and short plats are assigned just prior to recording of the final plat (subdivision). All other projects will be addressed at issuance of a building permit.

- **Single-family residences:**
Addressing staff reviews the permit application and site plan determining the building and access locations prior to assigning an address. Addresses are generally assigned upon issuance of a building permit or recording of plat.
- **New Commercial projects and multi-family units:** (apartments, condominiums, townhomes, mobile home parks, shopping centers, office buildings...) A temporary address will be assigned at the time of permit application. This is NOT the final address. Addressing staff will analyze the project and determine final address/addresses after release of building permit prior to certificate of occupancy.
- **Multiple buildings on one parcel:**
Multiple buildings on the same lot will each receive an individual address. Suite numbers will be determined by owners/property managers beginning with 100, (ex. 12345 Oak Street, suite 100, suite 110, suite 120...).
- **Multiple Tenants in one building (tenant improvements):**
Buildings with multiple tenants shall use suite numbers. Suite numbers will be determined by owners/property managers beginning with 100, (ex. 12345 Mydland Ave, suite 100, suite 110, suite 120...). Suite numbers shall be included on all applicable tenant improvement applications.

- **Multiple level buildings (non-residential):**

Multiple level buildings shall be level 100 on the 1st floor, 200 on the second, 300 on the third and up, (ex. 12345 Oak Street, suite 230, for 2nd floor, 3rd suite).

- **Post Office requirements for commercial suite numbers:**

When applying for a mailbox in a building which will be broken into suites, provide the Post Office with all potential suite numbers, whether the suites are currently in use or not. This will ensure mail service will not be interrupted when suites are added or reduced due to future demand.

NOTE: the Health Department and some utilities estimate addresses before building permit application; these are approximate only and are not official addresses.

How to Obtain an Address:

- **Formal subdivisions** (long and short plats):

During the final plat process, or for short plats just prior to recording, submit an address request application and all required submittal items. Addresses will be issued upon recording of the plat. Allow for 2-3 weeks.

- **Single residential units** (not addresses in formal subdivisions):

Submit the address request application and all required items when submitting for building permit. Address will be issued when permit is picked up. Allow for 1- 2 business days for the address (not including permit review time).

- **Others:**

Submit address request application and all required submittal items when submitting for a building permit. Addresses will be issued when permit is picked up. Allow for 1-2 weeks for single structures and 2-3 weeks for multiple structures.

Address Placement:

- Address numbers shall be posted in a conspicuous place over or near the primary entrance or entrances. If the entrance(s) are not visible from the nearest adjoining street, the address numbers shall be placed on the building or structure clearly and easily seen from the nearest adjoining street.

- The address numbers shall be legible figures, not less than 4 inches in height and ½ inch wide stroke for single-family residential and 5 inches in height and 1 inch wide stroke for all other structures. Numbers shall contrast in color with the structure upon which they are placed and either illuminated in periods of darkness or reflective for easy visible at night.

Please contact the Planning Division at (425) 413-6659 if you have any questions.
